

**United States Bankruptcy Court
Central District of California**



**eFILE
REGISTRATION
PROCEDURES**

February 2005

eFile REGISTRATION PROCEDURES

A. Overview

eFile, the electronic court document filing system for the United States Bankruptcy Court for the Central District of California, is an Internet-accessible system that enables registered users to electronically file documents with the Court from their computers.

B. Initial Registration

Before you can begin to file documents electronically, **you must register with eFile**. Registration for *eFile* is performed over the Internet. At this time, registrations are only being accepted from attorneys who meet the criteria outlined in sections 1.a. and 1.b. below.

1. The following items should be considered before you register:
 - a. Confirm that your California Bar ID number is on “active status” with the State Bar of California and that you are admitted to practice in the United States District Court, Central District of California.
 - b. **If you are an out-of-state attorney (Pro Hac Vice), you must be a member in good standing of, and eligible to practice before, the bar of any United States court; and pursuant to Local Bankruptcy Rule 2090-1(b)(3), you are required to have local sponsoring counsel.**

NOTE: This information must be available at the time you register even if you have not submitted the **required Application of Non-Resident Attorney to Appear in a Specific Case** (Local Bankruptcy Rule form F 2090-1.2). **If you do not have this information available, the system will not allow you to complete the registration process.** [See step (2), “Pro Hac Vice Attorney Registration for Out-of-State Attorneys,” on page 4.]

- c. Verify that the billing address on your credit card statement is correct.
 - d. Have your credit card information readily available. The Court currently accepts American Express, Discover, MasterCard, and VISA for payment of fees incurred for electronic filing.

- e. Identify a username you would like to use (for filing purposes). Your username must contain at least 6, but no more than 20, alphanumeric characters. **No spaces may be used.**

NOTE: Once your registration is submitted, your username cannot be changed.

- f. Consider what type of e-mail boxes you will need for electronic filing. For a complete description of the three e-mail address types, see paragraphs (2)(a)-(c) on page 6.

NOTE: It is recommended that you use the ISP from your place of business. If you choose to use free e-mail service (such as Yahoo or Hotmail), you will need to check the filter setting when establishing your e-mail addresses as the Court cannot guarantee how *eFile* e-mail messages will be categorized by your service provider.

2. Registering for *eFile*

- a. From your web browser, go to the Court's web site: <www.cacb.uscourts.gov>. From the menu on the left side, select **Electronic Services → eFile**. The *eFile* Welcome page will appear. (See Figure 1 below.)

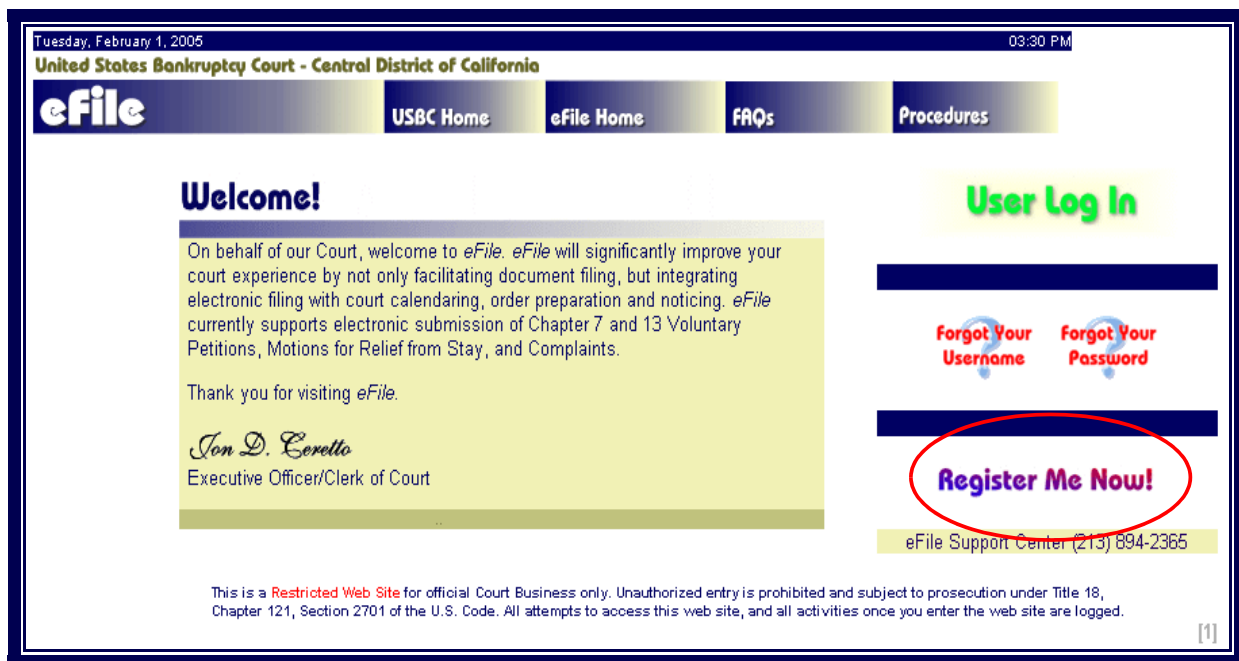


Figure 1

- b. Click on **Register Me Now!**. (See red circle in Figure 1 above.)

- c. The fields marked with **an asterisk (*)** are **required**. All other fields are optional.
- d. “Name” Tab
 - (1) Enter the **required information**. (See Figure 2 below.) Your username must contain at least 6, but no more than 20, alphanumeric characters. **No spaces may be used.**

Thursday, July 10, 2003 08:41 AM

United States Bankruptcy Court - Central District of California

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REGISTRATION [R1]

The fields marked with an **asterisk (*)** are required. All other fields are optional.

Name Address Billing Information

Contact Information
This information will be used by the Court for all future electronic filings. **Please ensure accuracy.**

Professional Type:* ☒ Attorney ☐ Trustee ☐ Office of the U.S. Trustee ☐ Other

California State Bar I.D.*
(Required for Attorneys)

Professional Code.*
(Required for Trustees. Example: T012345)

Are you Admitted to Practice in the California Central District Court?*

☐ Yes ☐ No ☒ Pro Hac Vice

What username would you like to log in with?*

(Requires a minimum of 6 and maximum of 20 characters. Username may not contain spaces.)

First Name:*

Middle Initial:

Last Name:*

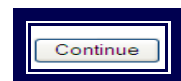
Generation/Suffix:

Organization/Firm Name:

Figure 2

NOTE:

To continue to the next tab, click on **Continue** or use the “Name,” “Address,” and “Billing Information” tabs at the top of each screen to navigate between screens.



(2) Pro Hac Vice Attorney Registration for Out-of-State Attorneys

- (a) While in the “Name” tab, ensure that you select the button entitled “Pro Hac Vice” under the question “Are you Admitted to Practice in the California Central District Court?” (See red box in Figure 2 on page 3.) Once this box is checked, the “Sponsoring Attorney Information (for Pro Hac Vice)” screen will appear. (See Figure 3 below.)
- (b) Enter the ***pertinent information*** in the **required** fields.

Sponsoring Attorney Information (for pro hac vice)	
Please ensure accuracy.	
California State Bar I.D. * <small>(Required for Sponsoring Attorneys)</small>	<input type="text"/>
Organization/Firm Name: *	<input type="text"/>
Attorney First Name: *	<input type="text"/>
Attorney Middle Initial:	<input type="text"/>
Attorney Last Name: *	<input type="text"/>
Address Line 1: *	<input type="text"/>
City: *	<input type="text"/>
State: *	CA
Zip: *	<input type="text"/>
Country: *	USA
Phone No.: * <small>(Example: 123-456-7890)</small>	<input type="text"/>
Fax No.: * <small>(Example: 123-456-7890)</small>	<input type="text"/>
Registrant Attorney's Out of State Bar I.D.: * <small>(Required for Pro Hac Vice)</small>	<input type="text"/> State: <input type="text"/>
<input type="button" value="Continue"/>	

Figure 3

NOTE: If you reside outside of this District but have a California State Bar ID number (and have been admitted to practice in the Central District of California), you do not need to register as a Pro Hac Vice.

- (c) If you fail to include pertinent information regarding your sponsoring attorney, a **Warning!** message will appear. You will not be able to proceed until you have completed all pertinent fields.

e. “Address” Tab

(1) Enter the **required information**. (See Figure 4 below.)

Wednesday, February 18, 2004 12:09 PM

United States Bankruptcy Court - Central District of California

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REGISTRATION [R1]

The fields marked with an **asterisk [*]** are required. All other fields are optional.

Name **Address** Billing Information

Address

We will not share this information with other individuals or companies.

Address Line 1:*	500 Fantasy Court Road
City:*	Richmond
State:*	CA
Zip:*	94601
Country:*	USA
Registrant E-mail Address:*	registrantemail@earthlink.net
(Registration/Pending Transactional Errors)	
Transaction E-mail Address:*	transactionemail@aol.com
(Filing Transactions/Transactional Errors)	
Backup E-mail Address:	backupemail@msn.com
(All Messages)	
Phone No.:*	510-555-1212
(Example: 123-456-7890)	
Fax No.:*	510-555-1234
(Example: 123-456-7890)	

This information is needed in the event we need to verify who you are.

Challenge Question:*	Where are the best bargains?
Challenge Answer:*	On the Internet

Continue

Figure 4

(2) The *eFile* e-mail addresses are set up under the “Address” tab. (See red box in Figure 4 on page 5.) The following is a description of each address.

- (a) **Registrant** - This address will receive messages concerning your initial registration and password information. Updates to your registration and error messages will also be sent to this e-mail address. System maintenance and general information e-mails pertaining to *eFile* are also sent to the registrant e-mail address. (Registration/Pending Transactional Errors)

WARNING: The registrant *eFile* e-mail address cannot be changed once your registration has been accepted. You may only change the transaction and/or backup *eFile* e-mail address(es). When doing so, carefully enter and verify the complete e-mail address(es). Entering incorrect address information will result in undeliverable messages.

- (b) **Transaction** - This address will receive all filing transactions and transactional error messages. The address automatically defaults to the same e-mail address used for *registrant*. You may choose a different e-mail address to receive these messages. (Filing Transactions/Transactional Errors)

- (c) **Backup** - This is an optional e-mail address. If this field is completed, all messages sent to the registrant and transaction e-mail addresses will be sent to the backup e-mail address. (All Messages)

(3) Click on ***Continue*** (located at the bottom of the screen), or click on the ***Billing Information tab***.

f. “Billing Information” Tab

Enter the **required information**. Ensure that you enter information precisely as it appears on the credit card statement (i.e., name of the cardholder, address, and any abbreviations). The system will validate your credit card by charging a \$1.00 fee. This amount will be reversed when the verification process by the *eFile* Administrator has been completed. (See Figure 5 below.)

The screenshot shows the 'eFile' registration page for the United States Bankruptcy Court - Central District of California. The 'REGISTRATION' tab is active, and the 'Billing Information' sub-tab is selected. A message states: 'The fields marked with an asterisk (*) are required. All other fields are optional.' The form fields are as follows:

Cardholder Name:*	Nina Doe
Billing Address:*	P. O. Box 123XXX
City:*	Anywhere
State:*	CA
Zip:*	90000
Type of Card:*	<input type="radio"/> American Express <input type="radio"/> Discover <input checked="" type="radio"/> Mastercard <input type="radio"/> Visa
Credit Card Number:*	5215XXXXXXXXXX (Enter credit card numbers only, without blank spaces or dashes)
Card Expiration:*	Month/Year: 06/05 (mm/yy)

A red box highlights the 'Submit' button at the bottom left of the form.

Figure 5

- g. Click on **Submit**. (See red box in Figure 5 above.)
- h. Click on **OK** to validate your credit card information. (See red box in Figure 6 below.) The credit card verification process will take a few minutes.

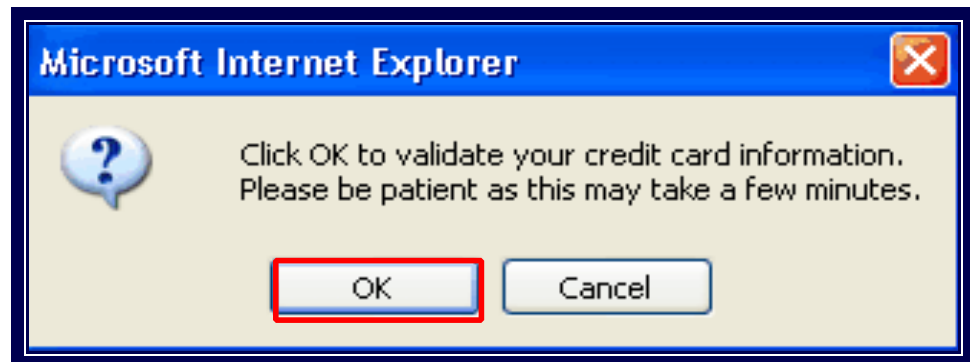


Figure 6

- i. Upon receipt, the Court will process your registration, which includes verification of your “active status” with the California State Bar and admittance to practice in the Central District of California. Once the information is confirmed, you will receive an e-mail with your selected username and a temporary password. If you do not receive an e-mail within 48 hours after being contacted by the *eFile* Support Center, please call (213) 894-2365. (See Figure 7 below.)

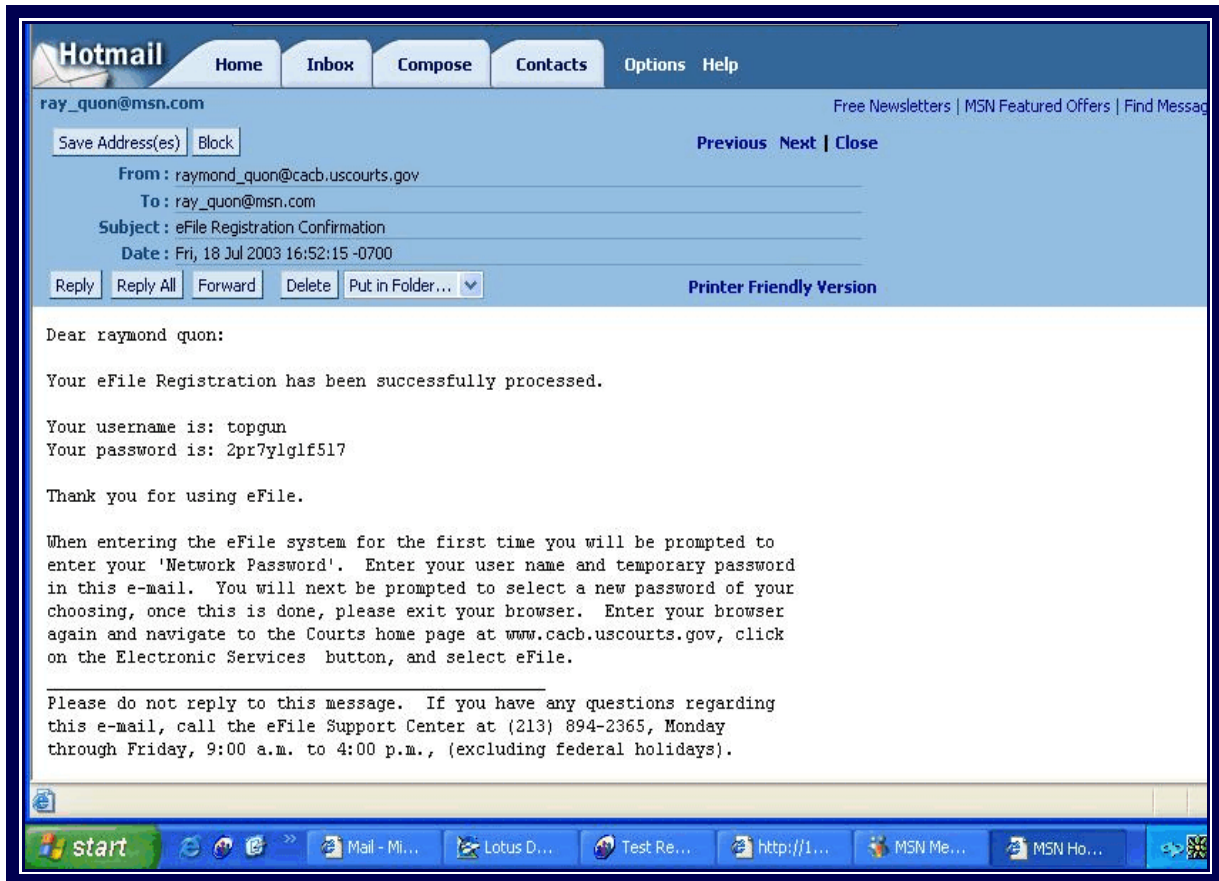


Figure 7

C. First Time Log In

1. From your web browser, go to <www.cacb.uscourts.gov>. From the menu on the left side, select **Electronic Services → eFile**.
2. Click on **User Log In**. (See Figure 1 on page 2.)

3. Enter your **username** and **temporary password** from your e-mail. (See Figure 8 below.)

NOTE: Passwords are upper/lowercase sensitive.

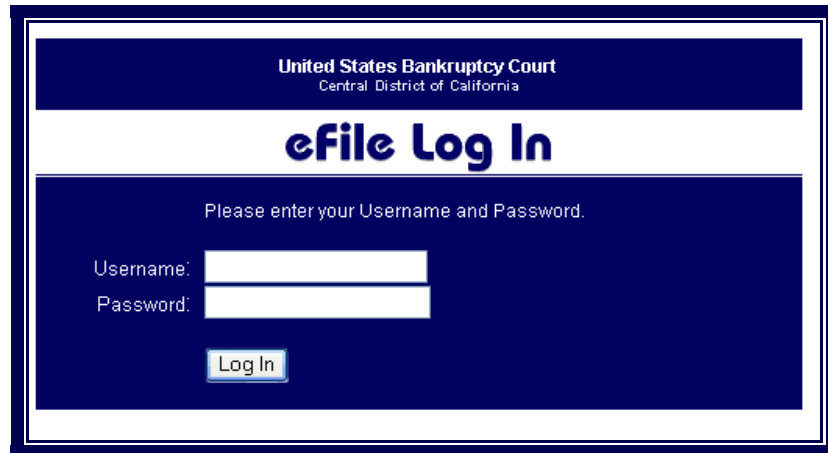
The image shows a web browser window with a dark blue header. The header text reads "United States Bankruptcy Court" and "Central District of California". Below the header, the title "eFile Log In" is displayed in a large, bold, white font. Underneath the title, a message says "Please enter your Username and Password." There are two white input fields: one for "Username:" and one for "Password:". Below the password field is a "Log In" button with a blue border and white text.

Figure 8

4. After successfully logging in with your username and temporary password, you will be prompted to enter a **new password**. Your new password must contain at least 6, but no more than 20, alphanumeric characters. **No spaces may be used.** (See Figure 9 below.)

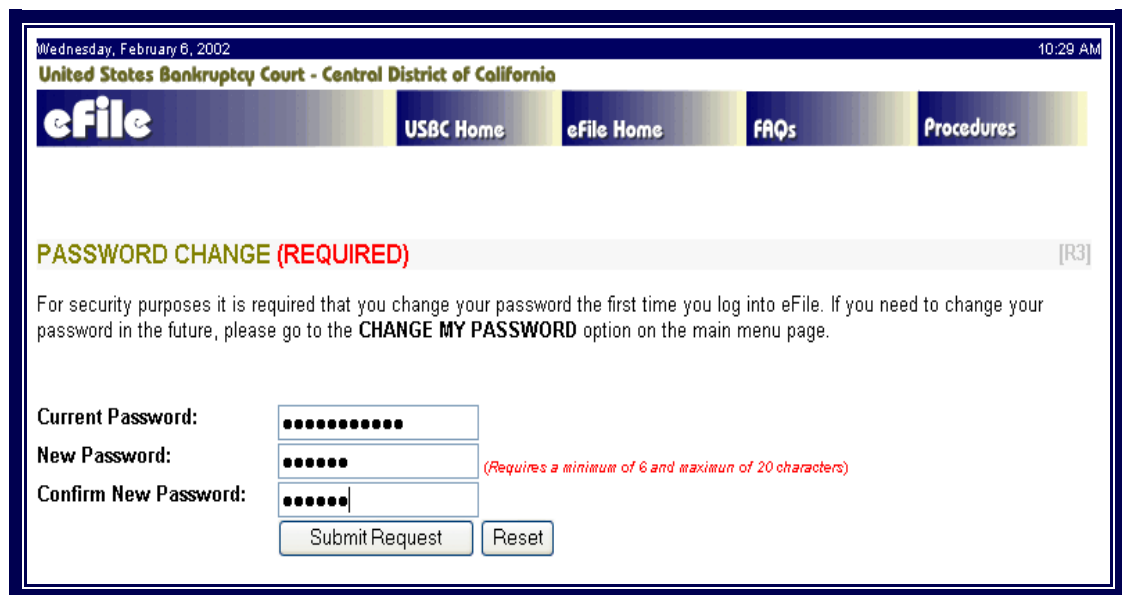
The image shows a web browser window with a dark blue header. The header text reads "United States Bankruptcy Court - Central District of California". Below the header, there is a navigation bar with links: "eFile", "USBC Home", "eFile Home", "FAQs", and "Procedures". The main content area has a title "PASSWORD CHANGE (REQUIRED)" in red text. Below the title, a message says "For security purposes it is required that you change your password the first time you log into eFile. If you need to change your password in the future, please go to the CHANGE MY PASSWORD option on the main menu page." There are three input fields: "Current Password:", "New Password:", and "Confirm New Password:". The "New Password:" field has a red note next to it: "(Requires a minimum of 6 and maximum of 20 characters)". Below the input fields are two buttons: "Submit Request" and "Reset".

Figure 9

5. After entering your new password, you will need to completely close your browser (closing your browser will automatically log you out). Re-enter the eFile home page by opening a new browser window.
6. You may now log in with your **username** and the **new password**.

D. Update Registration

This option may only be used to change information displayed within the “Address” and “Billing Information” tabs. Restricted fields appear in gray. (See Figure 10 below.)

WARNING: The registrant *eFile* e-mail address cannot be changed once your registration has been accepted. If you change the transaction and/or backup *eFile* e-mail address(es), carefully enter and verify the complete e-mail address(es). Entering incorrect address information will result in undeliverable messages.

Address	
We will not share this information with other individuals or companies.	
Address Line 1:*	500 Fantasy Court Road
City:*	Richmond
State:*	CA
Zip:*	94807
Country:*	USA
Registrant E-mail Address:*	registrantemail@aol.com
(Registration/Pending Transactional Errors)	
Transaction E-mail Address:*	transactionemail@earthlink.net
(Filing Transactions/Transactional Errors)	
Backup E-mail Address:	backupemail@aol.com
(All Messages)	
Phone No.:*	510-555-1212
(Example: 123-456-7890)	
Fax No.:*	510-555-1234
(Example: 123-456-7890)	
Challenge Question:*	Where's the best place to shop
	This information is needed in the event we need to verify who you are.
Challenge Answer:*	On the Internet
	This information is needed in the event we need to verify who you are.

Figure 10

1. From the *eFile* Main Menu, click on **UPDATE MY REGISTRATION**. (See red box in Figure 11 below.)

Figure 11

2. When all changes have been made, click on **Submit**. (See red box in Figure 5 on page 7.)
3. You will receive an e-mail confirming that your information has changed. If you do not receive an e-mail within one business day, contact the *eFile* Support Center at (213) 894-2365, Monday through Friday, 9:00 a.m. to 4:00 p.m. (excluding federal holidays).

NOTE: When changing billing information, your credit card will be validated.

E. Retrieving Forgotten Username

1. To obtain a username for your account, you must have your e-mail address information available.
2. From the *eFile* home page, click on **Forgot Your Username?**.
3. You will be prompted to enter **your e-mail address**. Click on **Submit**. You will receive an e-mail with the requested information within one business day.



NOTE: This e-mail will be sent to only the registrant *eFile* e-mail address. If your account has a backup e-mail address, it will also be sent there.

F. Retrieving Forgotten Password

1. To obtain a password for your account, you must have your username and e-mail information available.
2. From the *eFile* home page, click on **Forgot Your Password?**.
3. You will be prompted to enter **your username** and **e-mail address**. Click on **Submit**. You will receive an e-mail with a new temporary password within one business day.

NOTE: This e-mail will be sent to the registrant *eFile* e-mail account. If your account has a backup e-mail address, it will also be sent there.

4. You will need to change your temporary password the first time you log in. (See section C, "First Time Log In," on page 8.)

G. Changing Your Password

1. From the *eFile* Main Menu, click on **CHANGE MY PASSWORD**. (See red box in Figure 12 below.)

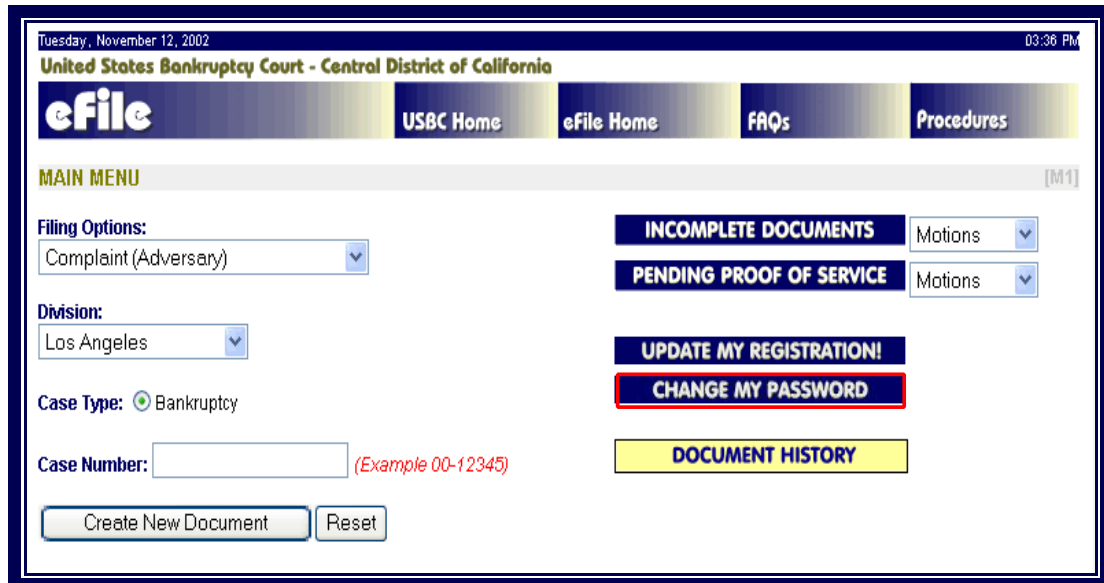


Figure 12

2. Enter **your current password** in the provided field. Enter **your new password** (must contain at least 6, but no more than 20, alphanumeric characters) and confirm your new password in the provided fields. **No spaces may be used**. Click on **Submit**. Your password has been changed. On your next log in, you will use the new password.

H. Restricting Your Registration

The registered attorney and/or his/her law firm must immediately notify the *eFile* Support Center when that attorney is no longer employed or associated with the law firm in which his/her original registration was submitted. Upon such notification, the *eFile* Support Center will immediately restrict his/her registration. This prevents a former employee from using his/her registration for the submission of all electronic documents.

The same attorney may submit a new registration containing updated information if he/she intends to resume filing electronically under a new profile.

NOTE: If the law firm or attorney fails to restrict the registration, electronic documents can potentially be filed using the registered attorney's information. The law firm will be responsible for filing any *Amendments* or *Substitution of Attorneys* to correct the information.